

This Form Must be with the Unclassified AIS at all Times While at LANL

When properly executed, this form authorizes the described unclassified AIS to reside at, or be removed from, LANL during the specified period of time. No other AIS may be substituted under this authorization.

This unclassified AIS may not be taken into a Sensitive Compartmented Information Facility (SCIF) or an area where Top Secret or Special Access Program (SAP) information is processed without prior approval of the SCIF or area security official.

The AIS shall be stand-alone OR connected to the following unclassified LANL AIS system(s)/network(s):

Network Name(s)

The owner/assigned user of this unclassified AIS agrees to follow the LANL **"Rules of Use for Onsite Non-LANL but Government Owned Unclassified Automated Information Systems (AIS)"** (see: [page 3](#)).

I agree with these terms and accept responsibility for the proper use of the non-LANL but government owned unclassified AIS in performance of my work here at LANL. Further, I understand that failure to follow these rules may result in seizure of the unclassified computer and its media and issuance of a security infraction.

Owner/Assigned User Signature

Date

Unclassified AIS Identification

Owner (print name)	Government Agency or Company Name	Owner Z No. (if applicable) or ID No.	Phone No.
Email Address	Mail Stop	User Office Location	Fax No.
Device Make/Model		Device Serial No. or Property No.	

Locations of Controlled article while at LANL (TA/Building/Room): TA: _____ Bldg.: _____ Rm.: _____

Location of AIS while in use at LANL: TA: _____ Bldg.: _____ Rm.: _____

Are any of these locations in LANL Security Areas? ☐ Yes ☐ No

Enter the specific date(s) controlled article will be used. Approvals must be renewed at least annually.

From (Date): _____ To (Date): _____

Audio Recording (sound recording through a microphone)? ☐ None ☐ Enabled ☐ Disabled: _____

RF Transmit (cell 802.11, Bluetooth, satellite, RFID, etc.)?

☐ None ☐ Enabled: Type: _____ ☐ Disabled: _____

Video Record/Photos? ☐ None ☐ Enabled ☐ Disabled: _____

Infrared (IR) Port? ☐ None ☐ Enabled ☐ Disabled: _____

Is the Anti-virus SW installed and functioning, and is the virus definition (DAT) file is current?

☐ Yes ☐ No ☐ N/A (If No or N/A, explain): _____

Certification by the Sponsoring Organization's OCSR

I have been advised that the above-unclassified AIS is onsite, configured according to the appropriate security plan and the assigned user has been provided the appropriate LANL security training.

Print or Type Name	Organization	Signature	Date
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Authorization by Security Responsible LANL Manager (SRLM)

This non-LANL but government owned unclassified AIS is required for use in the performance of authorized LANL and government business.

Print or Type Name (SRLM)	Organization	Signature	Date
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Instructions for Onsite Non-LANL but Government Owned **Unclassified AIS Authorization Form**

This form is to be used to identify, authorize and manage non-LANL owned but government owned computers. These computers, if authorized and certified, may be used on LANL property and connect to authorized networks for up to one year.

If the system will be on LANL property longer than one year, it will have to be re-approved.

1. The visitor's host notifies his OCSR of future visit involving a non-LANL but government owned unclassified system.
2. The sponsoring organization's OCSR completes the "Onsite Non-LANL but Government Owned **Unclassified** AIS Authorization Form" ([Form 1865](#)).
3. The sponsoring organization's OCSR ensures that the system owner has read and understands the Rules of Use for Onsite Non-LANL but Government Owned **Unclassified** Automated Information Systems (AIS).
4. The system owner/assigned user (visitor) and LANL line management sign the form.
5. A copy of the completed, signed form shall remain with the system at all times while on Laboratory property.
6. Upon completion of the visit (not to exceed the Expiration Date on the form), the sponsoring organization's OCSR shall ensure that the system is no longer being used at LANL.
7. The OCSR will note on the form that the system is no longer at LANL and store a copy to document the closure.

Rules of Use for Onsite Non-LANL but Government Owned **Unclassified** AIS

Non-LANL but Government owned unclassified automated information systems (AIS) are defined as personal computers, portable computers, laptop computers, automated notebooks, and word processing equipment owned by other government agencies or government contractors. AIS may be brought on-site for demonstration purposes or for processing LANL information during the course of authorized LANL and/or government business.

This form authorizes unclassified on-site use of non-LANL but government owned AIS in the following situations:

- Stand-alone AIS in Property Protection Areas (PPA) and Secure Areas (SA)
- Yellow or Gray network connection in PPAs and SAs

When on-site, AIS must meet the following conditions:

1. Only unclassified information may be processed on the AIS.
2. Each AIS must have a properly executed "On-site Non-LANL but Government Owned AIS Authorization Form" that is kept with it at all times. Period of residence at LANL must NOT exceed one year.
3. If LANL information is to be processed, the AIS user must receive the Initial Computer Security User Briefing—Lab-wide (on-line course 9369) or a briefing (content must be consistent with course 9369) by the host-group's OCSR prior to processing the information. (Note: A Z-number is required to get EDS credit for the online class.)
4. The Non-LANL but government owned AIS approved on this form may **not** be connected to any other LANL computing or telecommunication resource without authorization documented on the [Form 1865](#).
5. For AIS that are to be on-site for 30 days or longer, the AIS user provided they have been issued a Z-number, must register as a LANL computer user and receive a Computer User Profile and Computer User Profile Acknowledgment. Use the following URL to register:
<http://int.lanl.gov/security/computer/registration.shtml>.
6. Non-LANL owned AIS shall not be taken into a Sensitive Compartmented Information Facility (SCIF) or an area where Top Secret or Special Access Program (SAP) information is processed without prior approval of the SCIF or area security official.
7. Wireless capabilities must be disabled while AIS is on Laboratory property.
8. All non-LANL but government owned AIS, which process LANL information, are subject to audit and monitoring of user activities.

Notes:

Non-Government owned unclassified AIS brought on-site and used to access LANL networks require a different form:

- Access to the unclassified Protected (Yellow) network or Visitor (Gray) network requires the "Non-U.S. Government Owned Electronic Device Authorization Form," [Form 1897](#).
- Systems that do not connect to any LANL network and are located in a Property Protection Area may use "Facility Log for Stand-Alone Non-LANL Owned Portable Electronic Devices in Property Protection Areas," [Form 1897M](#).